

**Mailing Address: PO Box 1299 Stn Main**

**Grande Prairie, AB**

**T8V 4Z1**

**Tel: (780) 814-8224**

**Email: info@gpfarmersmarket.ca**

**Grande Prairie Farmers’ Market 2024 Christmas Show**

**Thursday December 5 (12pm-9pm), Friday December 6 (12pm-9pm) & Saturday December 7 (10am-6pm) 2023**

Tara Center Evergreen Park

**Vendor Application**

**Any portion of this application not completed may result in** your **Application Denied.**

**Last years vendors who want to book the spot they had the pervious year must return this application with complete payment by the JUNE 30TH DEADLINE. There are no refunds on booth rentals or deposits. Applications received after June 30th will be assigned booths on a first come first serve basis. Please make sure to read all of the pages attached and save them as they contain all of the information you need to know about the show.**

**VENDOR INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vendor(s): | | Company: | | |
| Mailing Address: | | | | |
| City: | | Prov: | | Postal Code: |
| Phone: | Cell Phone: | | | Fax: |
| **Most vendor communication will be by e-mail. Please enter an e-mail address you check regularly.**  Email: | | | | |
| Christmas Show Vendor in 2023  Yes □ No □ | | | Grande Prairie Farmers’ Market Member  Yes □ No □ | |

**BOOTH INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Booth Rates** (Maximum 2 booths per business) | | | | |
|  | **Market Members** | | **Non-Members ( Make it Bake it)** | |
| Booth Rate | Booth(s) Required | Booth Rate | Booth(s) Required |
| Standard | **$330.75** (315 + 15.75 GST) | 1 □ 2 □ | **$397.00** (378.10 + 18.90 GST) | 1 □ 2 □ |
| Corner | **$397** (378.10 + 18.90 GST) | 1 □ 2 □ | **$459.70** (437.80 + 21.89GST) | 1 □ 2 □ |
| **Commercial Vendors( Non Market Members**) Booths Required | | | | |
| **Standard Booth** $500.00 (476.19+23.81 GST) 1\_\_ 2\_\_\_ | | | | |
| **Corner Booth** $550.00 (523.81+26.19 GST) 1\_\_ 2 \_\_ | | | | |
| Four show badges per business will be provided upon check-in. You may purchase more at $2 per badge if necessary.  I only need 4 □ No extra cost I need \_\_\_\_\_ extras X $2 (please add to your total) | | | | |
| YOUR TOTAL |  | |  | |

Prices subject to change without notice.

**Product/Services Information**

Products/Services include: Food/Beverages □ Alcohol □ Personal Services □ Other □

Please attach an extra page if necessary. You will not be permitted to sell any items not listed.

|  |  |  |
| --- | --- | --- |
|  | **Please list all products that were**  **Made, Baked or Grown by you.** | **Please list all products that were purchased for resale.** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |
| 15 |  |  |

Broad categories such as ‘jewelry’, ‘crafts’ or ‘giftware’ are NOT acceptable. Narrow categories such as children’s bracelets with Disney characters or wooden birdhouses are acceptable. It is not necessary to list the color, scent or size of products such as candles. Various sizes and colors of scented candles will do.

**The Fine Print**

The Grande Prairie Farmers’ Market reserves the right to assign booth locations with respect to general appearance, public interest, noise level and products offered. Grande Prairie Farmers’ Market members and vendors with make it, bake it, grow it product will be given preference. The Grande Prairie Farmers’ Market reserves the right to: refuse the showing or sale of any product or service, to move booth location, deny any application and return any payments without explanation.

As COVID-19 continues to be a threat, if for any reason the show is cancelled; any payments made will be carried over to the next calendar year. There are no refunds!

Your signature permits the Grande Prairie Farmers’ Market to release information about your business and products to be used solely for promotional purposes of the Grande Prairie Farmers’ Market Christmas Show.

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Authorized by: signature(s) Authorized by: print

Please make checks payable to the Grande Prairie Farmers’ Market. Mail check and completed application to the address on the top right-hand corner of this application.

Office Use Only

Receipt Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2024 Grande Prairie Farmers’ Market Christmas Show**

**Rules and General Information**

The Grande Prairie Farmers’ Market reserves the authority to establish and interpret rules and regulations necessary for the orderly conduct of exhibitors and/or their agents for the mutual benefit of all parties.

Before the Show

REMINDER: No invoices issued for booth rentals. Booth confirmation provided only after full payment.

NO REFUNDS ON BOOTH RENTALS.

Our show is set-up by Global Convention Services Ltd. You get one 8’ skirted table, drapery (8’ back and 4’ sides), 2 chairs, and 1outlet. You may bring your own shelves, extra tables etc. If you require more accessories or power contact Global Convention Services Ltd before November 1st. We will provide their information upon completion of payment.

You must list all products you plan to bring to the show on the application. You will not be permitted to sell any items not listed. If you forget an item, notify us in writing at least 14 days before the show.

For vendors planning to demonstrate/sell/sample food, beverages or personal services

* Upon registration you may be required to fill out forms, relevant to your business, from the Farmers Market and/or Alberta Health Services to complete.
* Personal services can include: Aesthetics (facials, make-up application), Hairdressing/Barbering.
* Grande Prairie Farmers Market requires all forms regarding food, drink and personal services **at least 30 days prior to the trade show**. It is mandatory that all vendors comply with the Evergreen Park and Alberta Health Services. Exhibitors failing to meet the requirement may not be permitted to set-up and no refunds will be issued.

At the Show

Vendors are entirely responsible for leased space and agree to reimburse for any damage to premises, furnishings, or equipment occurring in the area leased under this agreement providing such damage is due to negligence of the exhibitor, its servants, agents or others for whom the exhibitor is, in law, responsible.

Vendors are reminded that injury or damage occurring to the public or employees in their leased booth should be covered by adequate insurance coverage provided by the exhibitor.

The Grande Prairie Farmers’ Market assumes no responsibility for theft, loss or damages of exhibitors’ display, products etc. at any time. Entry ways are secured during load-in. The building is locked and alarmed after public hours.

There is a concession on site and they provide excellent food and will be open for the duration of the show.

**Show Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Wednesday**  **Dec 4** | **Thursday**  **Dec 5** | **Friday**  **Dec 6** | **Saturday**  **Dec 7** |
| **Check-in** | **12pm – 8pm** | **8:30– 11:30am** | X | X |
| **Load in & Setup** | **12pm – 8pm**  All large items and any items requiring a cart | **8:30-11:30am** | X | X |
| **Show Open to Public** | X | **12pm – 9pm** | **12pm – 9pm** | **10am – 6pm** |
| **Restocking** | X | X | **8:30-11:30am** | **8:30am – 9:30am** |
| **Dismantle &**  **Load out** | X | X | X | **6pm**  No carts available until 6:45pm |

Check-in

* Upon arrival one representative per business must check-in and pick up an information package and show badges at the Show Office. The Show Office is located just off the lobby.

Loading in and out

* Every vendor, market employee and volunteer must present a show badge to security to be permitted into the show area during non-public hours. This is to ensure the security of your products.
* Vendors will use the 2 overhead doors on the West side of the building to load in and out. No vehicles or loading in or out will be permitted at ANY other doors.
* Global Convention Services Ltd will provide carts for your use. Please use them quickly and efficiently then return them to the loading area for the next vendors use.
* PLEASE BE COURTEOUS WHILE LOADING-IN AND OUT.

- Do not block the loading area with your vehicle.

- Do not remain parked in the loading area after unloading. Move your vehicle first, then set-up your booth. The RCMP will be called if deemed necessary.

* Vendors’ items, displays or products are not permitted to extend beyond booth boundaries.
* Absolutely no booths are to be taken down prior to 6pm on Saturday. Any vendors who begin packing up or loading out before 6pm will be banned from the show for one year.
* Please note carts will not be available for load out until 6:45

Storage and Fire Regulations

* No booths can impede fire escape exits.

Show Days

* Please put your customers first.
* You must be fully set-up 30 minutes before the show opens and remain in your booth 15 minutes after the show ends each day.
* No plug in heaters are allowed in your booth. They will blow the breaker for your row.
* No change or office supplies are available at the show.

**COVID-19**

Vendors must be prepared to follow all AHS COVID-19 safety protcols and regulations as well as all Evergreen park and Grande Prairie Farmers Market regulations. Vendors who do not comply or follow rules set out for them will be asked to leave the premise immediately and will forfeit their right to sell and there will be no refund of funds paid to the Grande Prairie Farmers Market.

Please make whatever arrangements are necessary to be prepared to follow all rules.